

## Monitoring and Evaluation Schedule 2017/18

### TERM 2

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	NOVEMBER				DECEMBER		
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Headteacher /SLT	Informal monitoring of subject leader observations  Update tracking system for groups vulnerable to underachievement  HT Performance Management				HT/SLT set whole school curricular targets for Term 3 as a result of analysis and monitoring  Make initial analysis of whole school performance against data and targets  Use school data and tracking system to inform setting of qualitative targets		
Class Teachers						Team planning for Term 3/4	
Subject Leaders	Subject leader classroom observations  Work scrutiny to assess standards, attainment and progress in all curriculum areas  Collect samples of work for moderation, levelling and inclusion in subject leader files				Whole school moderation and levelling	Review of topic books to assess for coverage, attainment, progress, differentiation and presentation of work	Discuss areas for improvement and whole school weaknesses
FGB		Monitor attainment and progress against whole school targets		Sub committees evaluate and monitor impact and progress of SDP/SIP	Monitor and review policies		